



Job Announcement

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Opening Date:	February 7, 2014	Closing Date:	Open Until Filled
Job Title:	Finance Assistant I/II AP	Position Type:	Full Time
PIN:	088743	FLSA Status:	Non-Exempt
Location:	Administrative Office of the Courts - Budget and Finance Annapolis, Maryland	Grade/Salary Range:	J06 \$30,157 - \$35,732 J07 \$32,033 - \$38,000 (Depending on Qualifications)

Financial Disclosure: No

REPOST - Previous applicants will be considered

Regular State employees subject to promotion/demotion policy

Essential Functions: This Accounts Payable Associate ensures accurate and timely processing of invoices in accordance with State Guidelines. Performs batching, coding, and processing of invoices including identifying, researching and resolving discrepancies. Reviews invoices for compliance with General Accounting Division policy, Judiciary Fiscal policies, Annotated Code of Maryland, Court Interpreter Policy and other policies as needed. Verifies vendor information in GEARS and in the FMIS file and requests changes to the vendor database. Prepares and reviews expenditures in PeopleSoft Accounting System. Serves as point of contact for Judiciary program managers. Provides back up support to other Departments in Budget and Finance as necessary. Performs all other duties as assigned.

Education: High School Diploma or GED.

Experience: Finance Assistant I- A minimum of one year of experience in business operations, bookkeeping or related field.

Finance Assistant II - A minimum of two years of experience in business operations, bookkeeping or related accounting field.

Preferred: Previous Accounts Payable work experience preferred. Experience in MS Word, MS Excel, WordPerfect, document retention/scanning systems, PeopleSoft and the State of Maryland FMIS system.

Skills/Abilities: Knowledge of basic accounting and reconciliation procedures. Knowledge of Generally Accepted Accounting Principles. Ability to interpret and apply the General Accounting Division Policy, Judiciary Fiscal Policy and the Annotated Code of Maryland as related to expenditures. Ability to provide a high degree of customer service. Ability to listen and understand the issues. Ability to communicate information in both written and oral forms. Ability to interact in a one-on-one and group situation. Ability to anticipate problems before they occur. Ability to interpret and comprehend financial data. Ability to analyze and resolve problems. Ability to identify critical information, eliminate extraneous information, draw relationships and make accurate conclusions and recommendations. Ability to plan effectively and establish priorities based on immediate goals, organizational needs and to meet required deadlines. Ability to proficiently use word processing, spreadsheet, database and email along with other software necessary for creating reports. Ability to be self motivated, identify ways to improve efficiency, generate alternatives and suggest new approaches. Ability to maintain accuracy and integrity of financial systems and data. Knowledge of PeopleSoft and FMIS. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN and location. Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.